



U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

FORM

**SA-42-MSBO**

(10-22-2012)

OMB No. 0607-0195: Approval Expires 10/31/2014

## 2012 ANNUAL WHOLESALE TRADE REPORT MANUFACTURERS' SALES BRANCHES AND OFFICES

### DUE DATE

#### Need help or have questions?

**Call** 1-800-327-4389, option "3"  
(8:30 a.m. - 4:30 p.m. ET, M-F)

**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Under the same law, information that you report cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act. Further, copies of your response retained in your files are immune from legal process.

(Please correct any errors in name, address, and ZIP Code.)

#### Return via Internet:

[econhelp.census.gov/awts](http://econhelp.census.gov/awts)

#### Return via Fax:

1-800-447-4613

#### To view survey results:

[census.gov/wholesale](http://census.gov/wholesale)

Username:

Password:

### GENERAL INSTRUCTIONS

- This report should cover ALL manufacturers' sales branches and offices in the United States reporting payroll **under the Employer Identification Number (EIN)** as referenced in **1** on page 2.
- **Include** data for auxiliary facilities primarily engaged in supporting services to this EIN's establishment(s) such as warehouses, garages, and central administrative offices.
- Any significant change in this EIN's operations should be noted in **10** on page 5.
- For establishments sold or acquired in 2012, report data only for the period the establishments were operated by this EIN.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.

### ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

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CONTINUE ON PAGE 2

**1 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)****Does this firm report payroll under EIN**☐ Yes - Go to **2**☐ No - Enter current 9-digit EIN **AND** date payroll was first reported for this EIN . . . . .

EIN (9 digits)

Month	Day	Year

**2 ORGANIZATIONAL CHANGE****A. Did this EIN experience any acquisitions, sales, mergers, and/or divestitures in 2012?**☐ Yes☐ No - Go to **3****B. Which of the following organizational changes occurred in 2012?**Check all that apply. If more than one organizational change occurred during the reporting period, explain in **10** on page 5.☐ Acquisition☐ Sale☐ Merger☐ Divestiture

Date of organizational change . . . . .

AND

Enter detailed information below ↴

Month	Day	Year

Name of company

EIN (9 digits)

Address (Number and street, P.O. Box, etc.)

City, town, village, etc.

State

ZIP Code

**3 MANUFACTURING OR MINING IN THE UNITED STATES****A. Did this EIN or its parent, subsidiaries, or affiliates have any manufacturing or mining operations in the United States in 2012?**☐ Yes☐ No - Describe your type of business in **10** on page 5.**B. Did this EIN or its subsidiaries have any sales locations that sold (or distributed) products manufactured or mined in the United States either by this firm, or by a parent, subsidiary, or affiliated company in 2012?**☐ Yes☐ No - Describe your type of business in **10** on page 5.

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**4 REPORTING PERIOD**

NOTE: Calendar year data is preferred. If it is not available, please report for the fiscal year that includes at least six months of data for the 2012 calendar year.

**What time period is covered by the data provided in this report?**

☐ Calendar year - Go to **5** on the next page

☐ Fiscal or partial year - Report beginning and ending dates . . . . .

2012		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

**5 SALES, RECEIPTS, OR REVENUE****INCLUDE**

- All sales of your sales branches and offices whether they are your own products or products you purchased
- **Gross value** of sales made on a commission basis for non-affiliated firms
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- Excise taxes (such as those on gasoline, liquor, and tobacco) that are levied on the manufacturer and included in the cost of products purchased by this EIN
- Value of liquor and tobacco tax stamps for only the sales branches and offices

**EXCLUDE**

- Direct sales made by manufacturing plant personnel
- Foreign sales of products that are not owned by establishments in the United States
- Commissions or fees for products that never entered the United States
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Finance charges

Mark "X"  
if None

**A. What were this EIN's sales and other operating receipts in 2012?** ☐

2012			
\$ Bil.	Mil.	Thou.	Dol.

**B. Did this EIN collect any sales taxes in 2012?**

☐ Yes

☐ No - Go to **6**

2012			
\$ Bil.	Mil.	Thou.	Dol.

**C. What were the total sales taxes collected in 2012?** . . . . .

**6 E-COMMERCE, INCLUDING EDI**

E-commerce is the sale of goods and services where the buyer places an order, or the price and terms of the sale are negotiated, over an Electronic Data Interchange (EDI), the Internet, mobile device (M-Commerce), or any other online system. Payment may or may not be made online.

**A. Did this EIN have any e-commerce sales in 2012?**

☐ Yes

☐ No - Go to **7** on the next page

Mark "X"  
if None

**B. What were the total e-commerce sales in 2012?**

This amount should equal the sum of **6B1** and **6B2** shown below.

**1. What were the EDI network sales in 2012, if any?**

- EDI is the exchange of documents in standardized electronic form between organizations in an automated manner directly from a computer application in one organization to an application in another. . . . . ☐

**2. What were the online system sales in 2012, if any?**

- Online systems include the Internet, mobile device (M-commerce), extranets, e-mail, and instant messaging. . . . . ☐

2012			
\$ Bil.	Mil.	Thou.	Dol.

CONTINUE ON PAGE 4

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**7 VALUE OF INVENTORIES****INCLUDE**

- All inventories of products covered by this report, including auxiliary locations (such as warehouses, garages, and central administrative offices) servicing these establishments, regardless of where held
- Inventory held in Foreign Trade Zones or in bond warehouses in the United States
- Report at cost or market value as of December 31 (or the end of the period for which you are reporting)

**EXCLUDE**

- Items such as fixtures, equipment, and supplies not held for resale
- Products owned by others that are being held on consignment

**A. Did this EIN own inventories, regardless of where held, at the end of 2012 (or the end of the period for which you are reporting)?**

- ☐ Yes
- ☐ No - Go to **9** on the next page

**B. What was the value of inventories?**

Mark "X" if None

**1. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)****2. LIFO reserve (if applicable)****3. Book value of inventories****7B1** minus **7B2**

2012			
\$ Bil.	Mil.	Thou.	Dol.

**C. Were inventories reported as of December 31?**

- ☐ Yes - Go to **7E**
- ☐ No

2012		
Month	Day	Year

**D. If not December 31, inventories were reported as of what date?****E. Were any of the inventories reported in **7B1** stored outside, or en route to, the 50 states and the District of Columbia in 2012?**

- ☐ Yes
- ☐ No - Go to **8**

**F. What was the value of the inventories stored outside, or en route to, the 50 states and the District of Columbia in 2012?**

Exclude inventory held in Foreign Trade Zones or in bond warehouses in the U.S.

2012			
\$ Bil.	Mil.	Thou.	Dol.

**8 INVENTORY VALUATION METHOD****A. Were any of the inventories reported in **7B1** subject to the LIFO valuation method?**

- ☐ Yes
- ☐ No - Go to **9** on the next page

**B. How much of the inventory reported in **7B1** was subject to:**

Mark "X" if None

**1. LIFO valuation method before adjustment****2. Any other valuation method****3. Verify Total**Sum of **8B1** and **8B2**. Total must equal **7B1**.

2012			
\$ Bil.	Mil.	Thou.	Dol.

**9 OPERATING EXPENSES****INCLUDE**

- Expenses arising from the normal course of business, including non-manufacturing payroll

**EXCLUDE**

- Bad debt/customer related loss
- Interest expense
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Transfers made within the company

Mark "X"  
if None**2012**

\$ Bil.	Mil.	Thou.	Dol.

What were the total operating expenses for this EIN in 2012? . . . . ☐**10 REMARKS** - Please use this space to explain any significant year-to-year changes, to clarify responses, or indicate where data were estimated.**11 CONTACT INFORMATION**

Name of person to contact regarding this report <i>(Please print)</i>					Title			
Telephone	Area code	Number		Extension	Fax	Area code	Number	
		-					-	
Website								
www.								

**THANK YOU****for completing your Annual Wholesale Trade Report.**

We suggest you keep a copy for your records.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0195, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0195" as the subject. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of this form.

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